

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, STATE CAPITOL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
www.purchasing.utah.gov

Request for Proposal Agency Contract



Solicitation Number: **RM6032**
 Due Date: **12/21/05 at 3:00 P.M.**
 Date Sent: November 30, 2005

Goods and services to be purchased: **SECURITY GUARDS FOR THE UTAH AIR NATIONAL GUARD**

Please complete

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH
DIVISION OF PURCHASING**

Request for Proposal

Solicitation Number: RM6032

Due Date: 12/21/05

Vendor Name:

SECURITY GUARDS FOR THE UTAH AIR NATIONAL GUARD PER THE ATTACHED RFP.
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RX: 190 600000000007 COMMODITY CODE: 99046

CHANGES OR MODIFICATIONS TO PROCUREMENT:

ANY MODIFICATION TO THIS PROCUREMENT EFFORT SHALL BE MADE IN WRITING BY ADDENDUM ISSUED BY THE STATE DIVISION OF PURCHASING. ONLY AUTHORIZED AND PROPERLY ISSUED ADDENDA SHALL CONSTITUTE THE OFFICIAL POSITION OF THE STATE AND SHALL BE BINDING. ANYONE SUBMITTING A RESPONSE TO THIS SOLICITATION, WITH BASIS IN OR ON OTHER COMMUNICATION OR INFORMATION RECEIVED FROM SOURCES OTHER THAN THROUGH OFFICIAL ADDENDUM, ASSUMES FULL RISK INCLUDING THE POSSIBILITY OF A DETERMINATION OF NON-RESPONSIVENESS AND MAY BE REJECTED AT THE SOLE DISCRETION OF THE STATE.

REQUEST FOR PROPOSAL - INSTRUCTIONS AND GENERAL PROVISIONS

1. PROPOSAL PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time of services and products as proposed is critical and must be adhered to. (e) All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) Incomplete proposals may be rejected. (g) This proposal may not be withdrawn for a period of 60 days from the due date. (h) Where applicable, all proposals must include complete manufacturer's descriptive literature. (i) By signing the proposal the offeror certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices offered are correct.

2. SUBMITTING THE PROPOSAL: (a) The proposal must be signed in ink, sealed, and delivered to the DIVISION OF PURCHASING (DIVISION), 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope.** (b) Proposals, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section 3-209. (c) **Your proposal will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of proposals to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the proposal for consideration and approval by the Division of Purchasing & General Services (DIVISION). Upon award of the contract, the shipping terms will be F.O.B. Destination with all transportation and handling charges paid by the Contractor, unless otherwise specified by the DIVISION. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the state unless specifically included in the proposal and accepted by DIVISION. (e) By signing the proposal the offeror certifies that all of the information provided is accurate and that he/she offers to furnish materials/services for purchase in strict accordance with the requirements of this proposal including all terms and conditions.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. BEST AND FINAL OFFERS: Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

6. SAMPLES: Samples, brochures, etc., when required, must be furnished free of expense to the state and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

7. DIVISION APPROVAL: Contracts written with the State of Utah, as a result of this proposal, will not be legally binding without the written approval of the Director of the DIVISION.

8. AWARD OF CONTRACT: (a) The contract will be awarded with reasonable promptness, by written notice, to the responsible offeror whose proposal is determined to be the most advantageous to the state, taking into consideration price and evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The contract file shall contain the basis on which the award is made. Refer to Utah Code Annotated 65-56-408. (b) The DIVISION can reject any and all proposals. And it can waive any informality, or technicality in any proposal received, if the DIVISION believes it would serve the best interests of the state. (c) Before, or after, the award of a contract the DIVISION has the right to inspect the offeror's premises and all business records to determine the offeror's ability to meet contract requirements. (d) The DIVISION will open proposals publicly, identifying only the names of the offerors. Proposals and modifications shall be time stamped upon receipt and held in a secure place until the due date. After the due date, a **register** of proposals shall be established. The **register** shall be open to public inspection, but the proposals will be seen only by authorized DIVISION staff and those selected by DIVISION to evaluate the proposals. The register and contract awards are posted under "Vendor Info" at www.purchasing.utah.gov. The proposal(s) of the successful offeror(s) shall be open for public inspection for 90 days after the award of the contract(s). (e) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56-404 and 63-56-405, Utah Code Annotated. (f) Multiple contracts may be awarded if the State determines it would be in its best interest.

9. ANTI-DISCRIMINATION ACT: The offeror agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also offeror agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

11. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

12. ENERGY CONSERVATION AND RECYCLED PRODUCTS: The contractor is encouraged to bid Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. The State of Utah also encourages contractors to bid products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

13. GOVERNING LAWS AND REGULATIONS: All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33). These are available on the Internet at www.purchasing.utah.gov.

REQUEST FOR PROPOSAL
Utah Air National Guard Security Guard Service
Solicitation #RM6032

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide twenty-four (24) Armed Security Guards for the Utah Air National Guard, 765 North 2200 West Salt Lake City, Utah 84116. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of Utah National Guard. The reference number for the transaction is Solicitation # RM6032. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

SUBMITTING YOUR PROPOSAL

One original and four (4) identical copies of your proposal must be received at the State of Utah Division of Purchasing, 3150 State Office Building, Capitol Hill, Salt Lake City, Utah 84114, prior to the closing date and time specified. Proposals received after the deadline will be late and ineligible for consideration.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be from 1 January 2006 or date of contract whichever is later to 30 September 2006. The contract may be extended beyond the original contract period, depending on funding availability, on a year-to-year basis for up to four (4) additional years at the State's discretion and by mutual agreement.

PRICE GUARANTEE PERIOD

All pricing must be guaranteed for entire term of the initial contract. Following the guarantee period, any request for price adjustment must be for one year, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment

to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include, but not be limited to, the State's standard terms and conditions. These may be accessed at:

<http://www.purchasing.utah.gov/contractinfo/TermsAgency.pdf>

QUESTIONS

All questions must be submitted in writing and may be submitted to Roselle Miller, via email at: rwmler@utah.gov or via fax at: (801-538-3882). Questions are due by 12 noon on 9 December 2005. Questions received after that date may not be answered. Answers will be given via an addendum posted on the Division of Purchasing website.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:

(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

© the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;

* * * * *

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

Consistent with Subsection 63-2-304(6) the Division of Purchasing has classified proposals submitted in response to this RFP as protected (Retention and Classification Report for Records Series 16591) except that a successful proposal is available for public inspection for 90 days.

An offeror may also protect portions of a proposal by submitting a Claim of Business Confidentiality to protect trade secrets, commercial information or non-individual financial information as provided in Subsections 63-2-304(1) and (2).

To protect information under a Claim of Business Confidentiality, the offeror must:

1. provide a written Claim of Business Confidentiality at the time the information (proposal) is provided to the state, and
2. include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63-2-308(1)).

A Claim of Business Confidentiality is appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal on the form which may be accessed at:

<http://www.purchasing.utah.gov/contractinfo/ConfidentialityClaimForm.doc>

To ensure the information is protected, the Division of Purchasing asks the offeror to clearly identify in the Executive Summary and in the body of the proposal any specific information for which an offeror claims business confidentiality protection as "PROTECTED".

All materials submitted become the property of the state of Utah. Materials may be evaluated by anyone designated by the state as part of the proposal evaluation committee. Materials submitted may be returned only at the State's option.

DETAILED SCOPE OF WORK

See attached **PERFORMANCE-BASED WORK STATEMENT FOR CONTRACT SECURITY GUARDS.**

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

INSURANCE

The Contractor shall maintain and provide certificates of proof of insurance for the duration of the contract and will provide to the State a 30 day notice of cancellation or renewal of any insurance policy. The failure to meet these insurance requirements will result in the cancellation of the contract. These conditions will be at contractors expense.

Commercial General Liability

Coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, or employees.

Automobile Liability

Coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.

Workers Compensation Insurance

The contractor will provide certified of proof statutorily required State Compensation Insurance.

Offeror must present evidence of the required insurances within five (5) days of being notified of the state's intent to award a contract. If the offeror does not meet this requirement, the contract will go to the next highest scoring offeror.

LICENSING

Company and all guards used for this assignment must meet the State's licensing requirements which may be accessed at: <http://www.dopl.utah.gov/licensing/security.html>

PROPOSAL RESPONSE FORMAT

All proposals must be organized and tabbed with labels for the following headings:

1. **RFP Form.** The State's Request for Proposal form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the

proposal and must contain at least the following information:

A. Demonstrate ability to meet all requirements of the Performance–Base Work Statement. Particular emphasis should be given to the guard training process used which will ensure the Security Guards are qualified. Discuss the screening process you use to hire new employees.

B. A statement of operating history, to include past experience, references, area of experience, i.e. sizes and types of facilities and public, federal, military organizations or complexes for which you have provided this type of services.

C. Show ability to maintain staff or regular (same) employees on a consistent basis, adequate to ensure continuous performance of the work, and personnel staffing i.e., percent of employee turnover. Include benefits to employees and plan to retain employees. Discuss the expertise of your management staff proposed for this project. Indicate any staff with experience in high risk security environments.

4. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form.

PROPOSAL EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
30 %	Cost
40 %	Demonstrated ability to meet the Performance Based Work Statement
15 %	Demonstrated technical capability (proven track record to include references), etc.
15 %	Qualification and expertise of staff proposed for this project.

PERFORMANCE-BASED WORK STATEMENT

For

CONTRACT SECURITY GUARDS

1.0. DESCRIPTION OF SERVICES. The Contractor shall provide certified armed security guards for Installation Entry Control (IEC), Base Patrol (BP), External Security Response Team (ESRT), Internal Security Response Team (ISRT) and Commercial Vehicle Inspection (CVI) in conjunction with the Security Forces unit at the Utah Air National Guard installations.

1.1. REQUIREMENTS. The contractor shall provide 24 state certified/trained and qualified on-duty armed security guards from the first day of performance through completion of this contract in support of IEC, BP, ESRT, ISRT and CVI functions at designated installations in accordance with the Performance-based Work Statement (PWS) and any other mandatory federal, state, local, Department of Defense (DOD), and Air Force regulations (<http://www.e-publishing.af.mil/>), as applicable and applicable Force Protection Conditions (FPCON). In support of their IEC, BP, ESRT, ISRT and CVI duties, contractor guards must be able to deter, detect, and detain, by use of necessary force, trespassers or persons who illegally gain or attempt to gain access to military bases. Additionally, contractor guards must be able to detect and detain persons suspected of committing other offenses such as drunk driving, improper transport of drugs, explosive materials, weapons, and any other skills that are inherent to performance of the tasks of this PWS, in accordance with installation operating instructions provided by the local Unit Training Manager after contract award. Such personnel will be detained until contractor personnel are able to turn them over to law enforcement authorities.

NOTE: Contractor shall provide all equipment not otherwise furnished by the Government (as stated in the paragraphs of sections 1 and 3) necessary to safely perform all task requirements set forth in this PWS.

1.1.1. Installation Entry Control. The contractor shall provide courteous, timely service continuously while maintaining control of all personnel and vehicles entering the installation in accordance with the local installation plans and policies provided upon award. When required, the contractor will also control all personnel and vehicles departing the installation in accordance with local installation plans and policies. Entry control requirements will vary according to Force Protection Conditions (FPCON). As a minimum the contractor will be required to provide the following services:

- 1.1.1.1. Ensure vehicles display valid installation vehicle registration decals (DD Form 2220) or Visitor Pass (AF Form 75).
- 1.1.1.2. Perform checks of individual identification.
- 1.1.1.3. Perform inspections of vehicles.
- 1.1.1.4. Issue Visitor and Contractor Passes at gates.
- 1.1.1.5. Direct traffic at gates.
- 1.1.1.6. Perform emergency procedures for gate closure.

1.1.2. Commercial Vehicle Inspections. Prior to base entry, all commercial vehicles shall be inspected to ensure no unauthorized vehicles, personnel, or materials enter the installation. Inspections will be conducted in a professional, safe, and courteous manner while maintaining control of all personnel and vehicles during inspection. Vehicle inspection requirements will vary according to FPCON. Contractor shall supply to their employees, any necessary safety equipment/material (e.g., goggles, appropriate clothing/shoes, traffic vests, etc) to conduct vehicle inspection.

1.1.2.1. Conducts inspections of commercial vehicles at the designated vehicle inspection point in accordance with the provided Air Force Guidelines and local procedures. Inspections include, but are not limited to, the interior of the vehicle cab, bed/box, trunk, trailer, under the hood, and underside of the vehicle.

1.1.2.2. Inspections include the use of various government furnished equipment such as mirrors, hand-held/desk top explosive detectors, X-Ray units, under vehicle surveillance systems, and support to the handler of any employed Military Working Dog Team.

1.1.2.3. Verify arrival of explosive laden vehicles with local Transportation Management Office (TMO). Direct explosive laden vehicles to local designated holding areas and receiving points.

1.1.3. Base Patrol. Contract personnel shall conduct random patrols of base perimeter to ensure all traffic laws are upheld and vulnerable areas are observed. Patrolling includes responding to unauthorized alarm activations and conducting physical checks of all alarmed facilities and sensitive areas every two hours during off duty hours.

1.1.4. External Security Response Team. Contract personnel shall be trained and certified to post up as ESRT members ready to respond within the prescribed time limit to any infractions affiliated with Protection Level assets to verify and neutralize any hostile actions.

1.1.5. Internal Security Response Team. Additionally, contract personnel shall be trained and certified to post up within Restricted Areas as ISRT members to respond within the prescribed time limit to any infractions or alarms affiliated with Protection Level assets.

1.2. QUALIFIED ARMED GUARDS.

1.2.1. Training. Contractor shall meet all training, licensing and certification requirements as identified in supporting subparagraphs.

1.2.2. Pre-Performance Training and Job Knowledge. Contractor provides all pre-performance training and is responsible for all associated expenses to include, but not limited to state fees, license fees, and certification fees, except for the 40-hour AF initial training. A reasonable degree of proficiency and knowledge of the specific Security Forces tasks and associated security guard skills identified in paragraph 1.1. are required under this contract. Contractor employees shall meet training requirements for state-level armed security guards in the state where they are working. State required training must be performed by a state certified trainer. **Application of Federal immunity from state regulation does not apply.**

1.2.2.1. For installations in a state with no state certification requirements, the contractor shall provide a minimum 30-hour training plan for contract guards. This training plan must be included as part of contractor's quote and be reviewed in advance by HQ AFSFC with Contracting Officer approval and shall include, at a minimum, the following topics: Use of deadly force, secondary use of force, entry control procedure, apprehension techniques, vehicle search techniques, local and state applicable legal statutes, verbal judo, physical fitness training, and additional weapons familiarization (if required). Each security guard will complete the 30-hour training requirement prior to government furnished initial

training (3.1.).

1.2.2.1.1. The contractor shall provide a third party instructor to conduct the 30-hour training for all contract guards. The third party instructor shall be certified to conduct security guard training. Contractor shall submit documentation of successful completion of this training by each contract guard to the military Unit Training Manager.

1.2.2.2. Contractor shall provide the Government (local Unit Training Manager) a copy of all initial and refresher contract guard training records/certifications. Refresher and recurring training will be accomplished by the contractor at the contractor's expense.

1.2.3. State Licensing. The State's licensing requirements may be accessed at:
<http://www.dopl.utah.gov/licensing/security.html>

1.2.3.1 Licensing of Security Guards. Contractor shall ensure all security guards possess state weapons permits and State Armed Private Security Officer certification required for Utah (in accordance with Security Personnel Licensing Act. Section 58-63-302 of Title 58, Chapter 63 and Operating Standards R156-63-603) **Federal immunity from state regulation is not applicable to this task order.** If license is not obtained prior to performance start date, contractor shall show proof of license application submission with all fee payments and successful completion of all prerequisites for licensing. All guards, whether or not they have received licenses, **must be fully trained and qualified before posting.**

1.2.3.2. Licensing of Contractor. Contractor must possess State certificates or licenses to the extent such certificates or licenses are required to obtain security guard licenses or weapons permits for their employees before start of performance. **Federal immunity from state regulation is not applicable to this task order.** If the necessary certificate or license is not obtained prior to performance start date, contractor shall show proof of application submission with all fee payments and successful completion of all prerequisites for licensing. However, the contractor is not relieved from providing fully trained and qualified guards by contract start date.

1.2.4. Arming Requirements for Contract Personnel. Contractor shall provide to the installation Security Forces Operations Superintendent, or their designated representative, proof that Contract employees have accomplished successful completion of weapons training and qualification. This requirement must be met prior to posting that employee. The contractor may be required to remove from duty any individual for unsafe weapons handling, loss of ammunition, or range safety violations. Copies of individual state weapons certification authorization must be on file with the respective contractor. Until license certification is received, contractor shall provide proof of license application submission with all fee payments and successful completion of all prerequisites for licensing.

1.2.5. Secondary Use of Force (tactical baton, nightstick, or Oleoresin Capsicum (OC) Spray). Each contract guard must carry the equivalent secondary use of force, as is carried/used by the Government at each specific base. No guard is authorized to carry any secondary use of force without first meeting required Government standards/training/certification.

1.3. CONTRACTOR FURNISHED ITEMS. Contractor shall ensure all contract guards are properly equipped in accordance with the requirements of this PWS. Equipment shall meet or exceed all minimum standards set by National Institute of Justice (NIJ). Contractor shall ensure the contract guards are trained and certified in the proper use of any equipment and material item necessary in the performance of duties under this PWS. **All guards must be fully equipped before posting.**

1.3.1. Uniforms. The contractor shall provide standard security guard uniforms in accordance with commercial standards and Appendix 1 of this PWS. Uniform and patch submission must be reviewed by

HQ AFSFC with Contracting Officer approval prior to purchase. Provide sufficient uniform clothing and footwear for use during local installation inclement weather conditions/extremes. All seasonal uniforms will be identical, except for items that identify rank or position. All security guards on duty will wear uniform seasonal clothing, shoes, and equipment. If specialized uniforms are needed, contractor shall submit samples to HQ AFSFC for review and Contracting Officer approval prior to purchase.

1.3.2. Badges. The contractor shall provide Contract personnel identification badges to wear while on duty. The badges must be able to withstand inclement weather. Badges shall contain a personal photograph, full name of employee and contractor's company name. Badges shall be worn in a uniform manner on the outermost garment in full view above the waist. This is a separate requirement from the Common Access Card (CAC), required in paragraph 1.5.

1.3.3. Miscellaneous Equipment. Unless specifically stated otherwise, each item of guard equipment, secondary use of force equipment, and associated items are to be provided on a 1:1 basis: if there are 100 guards at Base A, then contractor will provide 100 duty belts, vests, etc. at Base A.

- Duty Belt - Flashlight holder, uniform belt keepers (4), single magazine case, secondary use of force holder (s) and handcuff case. All duty belt equipment must be constructed of the same black nylon base material (i.e. web belt with web gear).
- Suspenders – One set of black hawk suspenders shall be issued to each security guard.
- Handcuffs shall be Smith & Wesson, Peerless, or equal. Handcuffs are considered to be equal if they are constructed of a gauge of metal that is at least as thick/dense as used by Smith & Wesson or Peerless, have double locks, and open with a standard handcuff key.
- Flashlight – One flashlight will be issued to each security guard and shall be carried on their person.
- Reflective Vest – One reflective vest will be issued to each security guard, to be readily available for periods of reduced visibility/inclement weather, as directed by local base policy.
- Nightstick, police baton, OC spray (at level of strength used by the Air Force) or other secondary use of force equipment, as used and mandated by local base policy. Where required by local installation, the contractor shall use a 26-inch Tactical Baton.
- Body Armor, NIJ (National Institute of Justice) Level IIIA. One set of body armor will be provided for each guard (i.e. 100 guards at Base A equals 100 sets of body armor provided at Base A). Body armor will be readily available when guards are posted and worn in accordance with local policy.

1.3.4. Weapons. Prior to completion of the AF Qualification Course of Fire, the contractor shall provide **each** security guard with his or her personally assigned civilian equivalent of a military M-4 carbine or equal in performance of PWS tasking requirements. The salient characteristic of an equivalent is the carbine's ability to accept an ammunition magazine used in the M-4 carbine. The contractor will obtain Government approval for any equivalent before contract award. ("Each" is defined as 1:1 ratio, ie. If 100 guards at Base A, you will provide 100 M-4 (or equivalent) weapons at Base A.

1.3.5.1. Use of any privately owned personal weapon or ammunition is prohibited.

1.3.5.2. Contract security personnel shall not carry a concealed weapon on an Air Force installation even if they are licensed to do so off the installation.

1.3.5.3. The contractor shall ensure weapons familiarization in accordance with (IAW) AFMAN 31-229, AFI 36-2226 and AFMAN 36-2227, Volume 1. Pre-performance and recurring qualification training shall meet the Air Force Qualification Course (AFQC) standard stated in Chapter 2 of AFMAN 36-2227, Volume 1. For the purpose of applying the training and qualification requirements

of AFI 36-2226 and AFMAN 36-2227 Contract Guards must requalify on their assigned weapon every 12 months as a minimum. The frequency for qualification training and certification will be IAW those stated in paragraph 2.72 of AFI 36-2226. The contractor shall provide documentation of successful completion of all training to the QAE.

1.3.5.4. Weapons shall be loaded/unloaded in accordance with Air Force procedures outlined in AFI 31-229. A Military Clearing Barrel Supervisor must be present during all clearing loading and unloading operations.

1.3.5. Ammunition. Contractor must provide same ammunition as used by the Government at base of service for each security guard (i.e., standard .556 or 223 caliber ammunition.) The contractor must:

- Provide on-hand in armories prior to start date, duty ammunition load to equip 100 percent of contract guards at the same time.
- Provide each contract security employee with sufficient ammunition for a full magazine in the weapon and three full magazines to be carried on his/her person while on duty. When off-duty, ammunition will be turned in and accounted for by the government armory custodial ammunitions account.
- Provide frangible non-lead ammunition for weapons training, if training is conducted on lead free Government ranges. **NOTE:** Range requirements may vary by location.

1.3.6. Weapons Maintenance. Contractor shall ensure weapons are serviceable and properly cleaned. Any problems or malfunction of weapons shall be immediately reported to on-duty armorer.

1.4. ADMINISTRATIVE/SECURITY CLEARANCE. Contractor shall conduct, document, and coordinate on all security clearance matters as identified in supporting sub-paragraphs. Additionally, the contractor shall comply with all security processes and procedures as identified in supportive sub-paragraphs.

1.4.1. DD Form 254 (DoD Contract Security Classification Specification). The Government will complete an initial DD Form 254 identifying the extent to which Site Managers will be granted access to classified information. The contractor will submit for Government approval any secondary DD Form 254s necessary for subcontractors.

1.4.2. Visitor Group Security Agreement (VGSA). Since performance is on government installations, the contractor shall enter into a long-term visitor group security agreement as required in applicable USAF regulations. This agreement shall outline how the contractor integrates security requirements for contract operations with the Air Force as outlined in this section to ensure effective and economical operation on the installation. On the installation, the long-term visitor group security agreement may take the place of a Standard Practice Procedure (SPP). The agreement shall include protection of classified information, security checks of designated work areas and internal security controls for protection of high-value pilferable property. The HQ AFSFC will provide the installation specific draft agreement to the local installation UTM who manages and maintains the document. DoD 5220.22-R, AFD 31-6, AFI 31-601.

1.4.3. Security Clearance Requirements. A Secret security clearance is required for 25% of the total 24 contractor personnel. If clearance is validated in the Joint Personnel Adjudication System, an individual may perform duties pending administrative transfer of the clearance. The remaining 75% of contract personnel must attain a favorable National Agency Check (NAC) background check prior to permanent employment. The contractor will absorb the cost for Security Clearances and favorable National Agency Checks for personnel.

1.5. PASS AND IDENTIFICATION ITEMS. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles as applicable:

- Common Access Card (CAC), DD Form 1172. Application for Uniformed Services Identification Card.

Contractor shall coordinate with the local installation. Installation Security Program Manager and comply with local installation requirements. This a separate requirement from the contractor personnel badges required in paragraph 1.3.2.

- AF Form 2219 (series), Registered Vehicle Expiration Tab.
- DD Form 2220, DOD Registered Vehicle and Installation Tab.
- AF Form 75, Visitor/Vehicle Pass.

1.6. RETRIEVING IDENTIFICATION MEDIA. The contractor shall retrieve and return to host unit, all identification media, including vehicle decals, badges, etc., from contract employees that depart for any reason before the contract expires and upon termination of the contract.

1.7. LISTING OF EMPLOYEES. The contractor shall maintain a current listing of employees by installation, which must include employee's full name, social security number, date of birth, and level of security clearance (if applicable). The list shall be validated and signed by a company management official and provided to the Security Forces Operations Superintendent at the local installation prior to the contract start date. Updated listings shall be provided when any employee's status or information changes.

1.8. REPORTING REQUIREMENTS. The contractor shall report to a Security Forces Operations Superintendent any unfavorable information or circumstances, after issuance of either a NAC or a Security Clearance, of which they are aware may pose a threat to the security and/or safety of DOD personnel, contractor personnel, resources, and classified or unclassified defense information IAW AFI 71-101, Vol. 1 & 2.

1.9. INCIDENT REPORTING. The contractor shall immediately report all incidents to the Security Forces Operations Officer. Incidents include but not limited to weapons discharge, breach of security, accidents, procedural violations, injury to persons or property. The contractor and all employees shall not discuss or provide any information concerning any incident with any other private, civil or government organizations without permission of the Security Forces Operations Superintendent and the Contracting Officer.

1.10. TESTIFYING RESPONSIBILITY. Contractor is required to fully cooperate if called upon to testify or submit a statement in a court-martial or any related court or legal proceeding. Contractor employees called upon to testify will do so in duty status. Cost associated with this task shall be included as overhead in the contractor's quote. Replacements must be provided for guards who testify in duty status to ensure all posts are fully manned at all times.

1.11. PHYSICAL SECURITY WORK AREAS. Contract employees shall comply with installation operations plans/instructions for Force Protection Condition procedures, Random Antiterrorism Measures (RAMS), and local search/identification requirements. The contractor shall safeguard all government property.

1.12. DUTY/WORK AREAS. The contractor shall adhere to local installation procedures for entry to areas where contractor personnel will work.

1.13. KEY CONTROL. The contractor shall establish and implement key control procedures to ensure keys issued to the contractor by the Government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the Government. Lost keys shall be reported immediately to the Site Manager. The total cost of lost keys, re-keying or lock replacement shall be reimbursed to the Government as a Claim against the contractor. Contractor employees shall not use keys to open work areas for personnel other than contract employees engaged in performance of duties, unless authorized by the Security Forces Operations Superintendent.

1.14. PRIOR TO EMPLOYMENT SECURITY SCREENING. The following background checks will be conducted and completed for all contractor personnel performing services under this contract. Further, all contractor personnel are subject to periodic background checks throughout the duration of the contract, at the

discretion of the Government.

1.14.1. Wants and Warrants Investigations. The contractor shall perform and provide a pre-employment Wants and Warrants investigation on each individual to the extent required for state armed guards in the state of performance. Investigations shall include, at a minimum, employment history, verification checks of conviction records, ongoing criminal charges, credit check, driving record, and proof of possession of a valid driver's license. The contractor is responsible for pre-employment background investigation costs. The contractor will provide all investigation results to the respective Installation Security Program Manager upon request.

1.14.2. NCIC and NAC Requirements. After a preliminary review/evaluation/candidate endorsement, the contractor shall provide the Installation Security program Manager SPM the name (first, MI, last) and full social security number and date of birth of each recommended prospective guard candidate. The Government will perform a National Crime Information Center (NCIC) check on all prospective contractor on-site employees. If NCIC results indicate an individual does not meet National Agency Check (NAC) requirements, the Government reserves the right to require removal under PWS paragraph 1.16.2. The contractor will provide the ISPM all applicable NAC information for each prospective contract employee candidate that has favorable NCIC results. The ISPM will submit the NAC. The contractor may temporarily assign a potential employee pending a favorable NAC report if the contractor has submitted all required information to the Government and there is no known disqualifying information. NACs provide security clearance for Site Managers and background investigation for all contract guards.

1.14.3. Lautenberg Amendment. Persons who are prohibited by 18 U.S.C. 922(d)(9) and (g)(9), Lautenberg Amendment, from possessing firearms cannot be employed under this contract. This includes persons who have been convicted of or charged with any felony, or have been convicted of a misdemeanor crime of domestic violence, or who are subject to a court order that restrains the person from harassing, stalking, or threatening. Further, the Contractor must present to the Contracting Officer any known evidence of criminal misconduct by a prospective or current employee. The Contracting Officer, in his sole discretion, will determine whether such misconduct is a disqualification from employment. Personnel currently employed who are formally charged with a criminal act (to include domestic abuse shall be suspended from work pending the outcome of such charges).

1.14.3.1. Contractor will brief each employee on the Lautenberg Amendment and complete a DD Form 2760 on each employee. The briefing and Form must be completed before that employee receives government provided training and annually thereafter. Contractor will provide the ISPM documentation of all initial and annual briefings.

1.15. GENERAL INFORMATION.

1.15.1. Place of Performance/Hours of Operation. The contractor shall support the Security Forces Unit at the Utah Air National Guard Base. The shift start/stop times will be determined by the individual Installation Security Forces Operations Superintendent, in conjunction with the Site Manager and PWS requirements. Recommend contract security personnel not exceed (40) forty hours per week. The Military Flight Chief shall brief all Guardmount information pre- and post-shift to all contract guards during and prior to posting. Contractor's Guard shifts will coincide with the installation's SF unit shift start and stop times, the contractor may stand Guardmount pre- and post-shift briefings along with the local SF personnel.

1.15.1.1. A weekly written schedule must be provided to the Security Forces Operations Superintendent at least four (4) calendar days before the beginning of each workweek. Any changes must be coordinated with the Security Forces Flight Chief on a weekly basis.

1.15.1.2. Contract Security personnel shall not perform any duty in excess of 12 hours and must have at least 8 hours rest between shifts. The consumption/intake of alcoholic beverages or other substances that would impair/alter judgment or performance during the 8-hour period prior to a scheduled shift is

prohibited.

1.15.1.3. The contractor must provide shift relief for employees during meals and scheduled breaks as required by state and local law. Contractor guards must be relieved to take meal breaks off / away from posts.

1.15.2. Privacy Act. Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable rules and regulations.

1.15.3. Minimum Guard Requirements. Contractor guards shall meet all pre-employment requirements prior to assuming government posting duties. Contractor will ensure that all guards meet the following qualifications prior to posting:

- Civilian or military law enforcement/security experience preferred.
- Be a citizen of the United States.
- Be at least 21 years of age.
- Speak, read, write and understand English.
- Be drug free and remain drug free for the duration of the contract.
- Have knowledge of procedures on use of wire and radio communications and report writing.
- Be a high school graduate or possess a Graduate Equivalency Degree (GED) equivalent.
- Possess a valid driver's license.
- Possess a state-issued security guard license and weapons permit (in jurisdictions where such licenses or permits are available)

1.15.4. Standards of Appearance. Employees' appearance will be neat, fit, well groomed, and present a professional image. Employees may not be overweight to the extent that a professional image is not maintained (Body Mass Index greater than 30). Employees may not have any intentional body alteration/modification that results in a visible, physical effect that detracts from a professional image. Employees may not have visible tattoos that are obscene, gang affiliated, advocate sexual, racial, ethnic, or religious discrimination or are of an unprofessional nature. Employees may not have any visible brands. Employees are prohibited from attaching, affixing or displaying (body piercing) objects, articles, jewelry or ornamentation to or through the ear, nose, tongue or any exposed body part. **EXCEPTION:** Women may wear one matching pair of earring: one small conservative earring per earlobe that fit tightly without extending below the earlobe. The contractor shall coordinate with the local Security Forces leadership to determine what presents a professional image. Contract guards will wear uniform work clothing with contractor insignia clearly displayed on the outer uniform garment, above the waist. Unauthorized insignia or accoutrements will not be worn with or on uniform work clothing. Uniform work clothing will be clean and in well-pressed condition at all times. Footwear will be polished at all times.

1.15.5. Mental demands. Contract security personnel must be mentally alert at all times and capable of taking prompt efficient action to mitigate emergency situations such as fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding Government personnel and property.

1.15.6. Physical Demands. Contract employees are expected to be physically able to perform the following functions in the performance of their assigned duties: frequent and prolonged walking, standing, sitting, stooping, climbing, crawling, jumping, occasional running or sprinting, and subduing and detaining violent or potentially violent individuals. They must be able to lift up to 50 pounds and administer self-aid and buddy care as defined by AFI 36-2238 and AFH 36-2218 Volumes 1 and 2. The contractor employees shall be capable of performing all duties without regard to any physical limitations that would preclude full performance of duty. Physical stamina and strength in all of its forms (endurance, temperature/climate, stress, etc.) is a basic requirement of this position. Individuals not meeting the physical requirements of their assigned position will be removed from this Task Order upon the Contracting Officer's request.

1.15.7. Medical Examinations. The contractor shall ensure that all personnel are free from any conditions that would interfere with the full performance of duties, as demonstrated by the results of a physical examination within 35 days prior to their performance start date. Disqualifying conditions include presence of any blood borne pathogens, including hepatitis and HIV. The contractor must ensure **current immunizations**

meet the local civilian law enforcement requirements prior to performance start date.

1.15.8. Drug Screening. The contractor is responsible for all associated costs of drug screening for contract employees throughout the term of the contract. Contractor is responsible to conduct initial drug tests for all employees within 35 days prior to performance start date. Drug testing will meet or exceed all state and local requirements. A positive initial drug test disqualifies the individual from employment under this contract. Employed contract personnel are subject to random drug screening at all times. The contractor shall conduct, at a minimum, quarterly random drug screening on 25% of their contract workforce, resulting in 100% tested within a one year period or within the term of this contract, whichever is shorter. (I.E. if 500 guards under contract, must submit minimum 500 drug test samples within one year or less). Contractor will submit timely drug test procedures and results to the Security Forces Commander. Contractor will notify the Contracting Officer and HQ AFSFC Functional Commander of any positive drug test results within 72 hours of drug test result notification. A positive drug test disqualifies the individual from further employment under this contract.

1.15.9. Standardization Evaluation (Stan-Eval)/Assessments & Testing. Within 15 calendar days of assuming post and annually thereafter, contract guards will be administered and must pass a Stan-Eval IAW AFI 36-2225, Chapter 3. The local security forces unit will administer and document the Stan-Eval that consists of a written examination, oral test, performance evaluation, weapons safety, arming, and use of force test, and weapons test. If a contract guard fails the Stan-Eval, the individual has 5 duty days for review training and must complete a re-evaluation within 5 duty days of review training completion. During the period of review training/awaiting re-evaluation, guards may continue to perform duties as long as they are on a post with other fully qualified guards who have passed their Stan-Eval. Should the guard fail the re-evaluation, they will be permanently excluded from performance under this contract **pursuant to paragraph 1.16.2 of this PWS**. It is the contractor's responsibility to ensure their personnel prepare for the Stan-Eval. Additionally, the contractor is responsible for making their personnel available to take the required Stan-Eval while still manning all required posts.

1.16. SPECIAL PROVISIONS.

1.16.1. Temporary Removal of Guard Personnel Posing an Imminent Threat. The Commanders of the Security Forces units or designated representative at locations where contract guard personnel are performing may direct the contractor to temporarily remove immediately any individual from duty who poses an imminent threat to safety of personnel or Government resources. The temporary removal will last until the incident prompting removal has been resolved to the satisfaction of the government. Once the incident has been resolved, the individual will either be allowed to return to work on the contract or permanently removed from performance on the contract in accordance with paragraph 1.16.2. below as the government deems appropriate. Temporary removal of guard personnel does not relieve the contractor of any performance requirements or create an entitlement to an equitable adjustment.

1.16.2. Permanent Removal of Guard Personnel. The Government reserves the right to permanently exclude any individual from performance under this contract whose performance does not meet standards or fails to pass a security check under PWS paragraphs 1.4. and 1.14. Such failure includes, but is not limited to, falsifying reports or statements; mishandling weapons; loss, destruction, or irresponsible use of government equipment; or other criteria identified in this PWS. When so instructed, the contractor shall immediately remove such individual in accordance with the Contracting Officer's instructions. Permanent removal of guard personnel does not relieve the contractor of any performance requirements or create an entitlement to an equitable adjustment. The contractor shall not, without the Contracting Officer's consent, reinstate on this contract any employee who has been permanently removed.

1.16.3. Site Manager (SM) Requirements. The contractor shall within ten calendar days of award provide to the Contracting Officer their Site Manager position description and the resumes for the SM at each installation specified in the Bid Schedule. SMs must meet all requirements for contract guards, plus have 10 years experience in base security operations with at least 5-years experience directly related to military security IEC, BP, CVI, ISRT, ESRT, and base operations. SMs shall have experience supervising large diverse groups of people. SMs shall act as the local point of contact for the Government at each installation

and must have prior administrative and supervisory experience in managing a complex security or law enforcement operation. The contractor shall provide to the Security Forces Operations Superintendent at each installation the phone number(s) of each SM or other means for immediate contact. SM will be assigned as an additional duty position and will stand post as a Security Guard.

1.16.4. Personnel Records. A copy of all records for each contract guard, Shift Supervisor, and SM working at the installation shall be maintained at the installation of their employment. These records shall be available for inspection by the Government to ensure compliance with the PWS. The contractor shall provide a copy of each record to the Unit Training Manager (UTM). Records include, but are not limited to state training completion, verification of license application, state weapons and state training licenses/certifications, proof of medical and drug clearance for each employee, documented proof of completed local background investigation and other training documents.

2.0 SERVICE SUMMARY (SS)

SS #	Performance Objective	PWS Paragraph	Performance Threshold
1	Provide armed guards to meet posting schedules	1.1, 1.15.1	100% of all scheduled manning is achieved.
2	Contract guards meet all prerequisite requirements	1.15.3 through 1.15.9 1.14	100% of all guards meet all PWS prerequisite requirements prior to posting
3	<p>Qualified guards are on post</p> <p>Guards are properly trained.</p> <p>Guards are properly armed.</p> <p>Guards are properly equipped.</p>	<p>1.1, 1.2</p> <p>1.2</p> <p>1.3</p>	<p>100% of all posted guards are current in all contractor required PWS training and certification.</p> <p>100% of all posted guards are properly armed.</p> <p>100% of all posted guards are properly equipped.</p>
4	Properly control installation entry	<p>1.1</p> <p>1.1</p> <p>1.1</p> <p>1.1</p>	<p>100% of all unauthorized personnel and vehicles denied entry</p> <p>100% of all commercial vehicles are properly inspected</p> <p>100% of all explosive laden vehicles directed to proper holding areas and receiving points</p> <p>100% verification of documentation and need to enter the installation prior to issuing visitor passes.</p>

3.0. GOVT FURNISHED. The Government will provide to the contractor, for use in the performance of this contract only, the following information, facilities, property and equipment.

3.1. Initial Training. After each guard satisfactorily completes all personnel requirements in Section III (including meeting all prerequisites to obtain a state guard license in jurisdictions where available), the Government will provide that guard approximately 40 hours of training. Government-furnished initial training includes, but is not limited to:

- Unit mission as applicable to the contractor duties
 - How to use and care for Security Forces facilities and equipment.
- How to perform Installation Entry Control duties, Vehicle Inspections duties, Base Patrol duties, External Security Response Team duties, and Internal Security Response Team duties.
- Authority and areas of jurisdiction to include the Arming and Use of Force Training (including Deadly Force) IAW AFI 31-207 and AFMAN 31-222.
- Familiarization with Memorandums of Understanding or assistance agreements with local supporting agencies.
- Government Drivers Training and licensing, as required by the Government.
- Safety.
- Routine, Exercise and Emergency Actions to include: Safe Haven, bomb threat, HAZMAT, explosive shipments, etc.
- Communication procedures (radio, telephone).
- Expanded initial training requirements, as deemed necessary by the Government. Initial training includes, but not limited to emergency procedures, standardization and evaluation training, training on other weapons, accountability and procedures to draw, handle and turn-in ammunition.
- Ensuring contractor guards are able to detect and detain persons suspected of committing other offenses such as drunk driving, improper transport of drugs, and transporting explosive materials/weapons, etc. in accordance with installation Standard Operating Procedures and/or special orders.
- Secondary use of force training (tactical baton, nightstick and/or Oleoresin Capsicum (OC) spray).

3.2. Land Mobile Radios (LMR). LMRs and cases as required by post, and all required maintenance.

3.3. Small Arms Firing Range Time. Small arms firing range time will be furnished on space available basis. Range time must be scheduled through the local units. If range space unavailable, Contractor is responsible for making timely alternative range arrangements. Government will provide oversight to ensure AFQC standards are met.

3.4. Weapons and Ammunition. Government is responsible for storage and issue of contractor owned weapons and ammunition. These weapons and ammunition may be stored immediately upon contract award after completion of a joint inventory. Government is responsible for providing weapons storage racks/containers. The government will issue weapons and ammunition from contractor's supply to each contract guard prior to posting and return all issued weapons and ammunition at the end of each shift to contractor's supply.

3.5. Office Space. Government will provide the Site Manager (SM) office space and furnishings with telephone. Telephone access shall be for the local area only. Contractor is responsible for providing a computer and all peripheral computer equipment and supplies for each Site Manager. If the installation provides LAN access, the contractor shall be required to comply with installation computer security

requirements when accessing the Government LAN.

3.6 Duty Equipment Storage. Local units will furnish storage for duty equipment.

4.0. Vehicle. The contractor will provide one (1) vehicle equipped with a security light bar, siren and be capable of transporting two (2) security guards and their equipment. The vehicle will be clearly decalated as a security vehicle, including the name of the company. The vehicle must be capable of responding in adverse weather conditions as part of the security requirement. The site manager will be responsible to maintain a daily maintenance log to insure the vehicle is in good operating condition. The contractor will be responsible for furnishing all fuel costs, maintenance costs and repair costs to this vehicle.

APPENDIX 1 – UNIFORM SPECIFICATIONS

- 1) 9111 Blauer Tooper Cap Navy W/Gortex
- 2) 9300Z Blauer Lightweight Gortex Jacket
- 3) 9334 Baluer All Weather Gortex Pant
- 4) M-65 Propper M-65 Field Coat Navy
- 5) M-65-L Propper M-65 Field Coat Liner
- 6) Propper BDU Shirt Ripstop Navy
- 7) Propper BDU Pant Ripstop Navy
- 8) Nametape
- 9) Badge Patch
- 10) Boots (Various Brands)
- 11) Winter Gloves

Any and all variations to this list must be reviewed by HQ AFSFC and approved by Contracting Officer prior to any change.

**Utah Air National Guard Security Guard Service
Solicitation #RM6032**

RFP EVALUATION SCORESHEET

Firm Name: _____.

Evaluator: _____.

Date: _____.

Score will be assigned as follows:

- 0 = Failure, no response
- 1 = Poor, inadequate, fails to meet requirement
- 2 = Fair, only partially responsive
- 3 = Average, meets minimum requirement
- 4 = Above average, exceeds minimum requirement
- 5 = Superior

		Score	Weight (0-5)	Points
1. Demonstrated ability to meet the Performance Based Work Statement (40 points possible)		----	----	----
Demonstrated plan for meeting compliance standards	20 points possible		X 4	
Security Guard selection process	5 points possible		X 1	
Demonstrate ability to maintain staffing requirements	5 points possible		X 1	
Demonstrated ability to meet training standards	10 points possible		X 2	
2. Demonstrated Technical Capability (15 points possible)		----	----	----
Past experience in providing contract security guards	10 points possible		X 2	
Past experience providing security guards for Federal /Military Facilities	5 points possible		X 1	
3. Qualification and Expertise of Staff (15 points possible)		----	----	----
Expertise of management involved in the project	5 points possible		X 1	
Demonstrate stability of work force staffing	5 points possible		X 1	
Staff experience in high risk security environments (state, federal & military facilities)	5 points possible		X 1	
			X 1	
4. Cost (30 points possible)	30 points possible			* Inserted by Purchasing
TOTAL EVALUATION POINTS	(100 points possible)		Total	

* Purchasing will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula to compute the points is: Cost Points x (2- Proposed Price/Lowest Proposed Price).

Utah Air National Guard Security Guard Service
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COST PROPOSAL

Offeror: _____

Cost is to be submitted based on the following:

Provide a price base on an hourly rate per security guard. This price must also include all cost necessary to comply with the Performance-Base Work Statement. The contract cost is based on 40 hrs per week X 39 weeks (01 Jan 2006 through 30 Sept 2006), equaling 1560 hrs per Security Guard X 23 Security Guards = 35,880 hrs. Site Supervisor is based on 40 hrs per week X 39 weeks (01 Jan 2006 through 30 Sept 2006) = 1560 hrs.

Security Guard hour rate: \$_____ x 36,800 hrs =\$_____

Site Supervisor hour rate: \$_____ x 1560 hrs =\$_____

Labor total costs =\$_____

Provide a price for the security vehicle based on a monthly rate. This price must also include all insurance, fuel, and maintenance costs.

Vehicle monthly price: \$_____ x 9 months =\$_____

Total Costs for the contract \$_____

Any deviation from this format may result in disqualification of proposal.